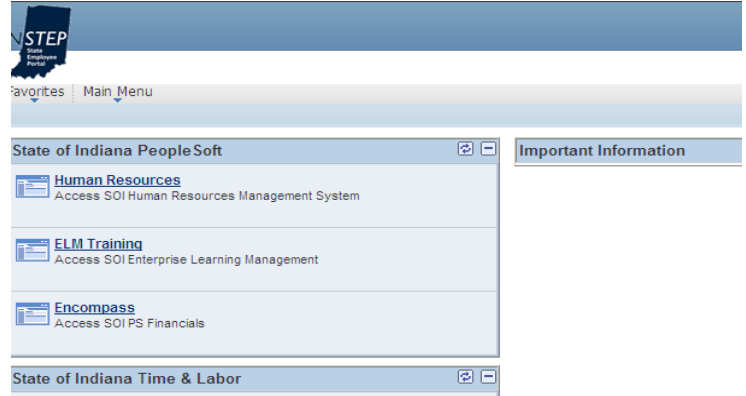


Orientation Quick Step Guide to Update Emergency Contacts and Complete Online Training

Navigate to this website to begin:

<http://www.in.gov/spd/instep>. Enter your **User ID** and **Password** into the appropriate field. A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number. For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095. Learners may use their network password as the PeopleSoft password.

- *It is recommended to launch all CBT trainings in Internet Explorer*



PeopleSoft HR: How to update Emergency Contact and Personal Contact Information Quick Steps

1.	Click the Human Resources link.
2.	Click the Main Menu link.
3.	Click the Self Service link.
4.	Click the Personal Information link.
5.	Click the Personal Information Summary link.
6.	Update all personal information including <u>preferred email address</u> to ensure you receive notifications.

PeopleSoft ELM: Online Training Self Service Quick Step Guide

The following directions will guide you on how to enroll, access courses, and complete online training for the state of Indiana. It is important to read and follow the instructions carefully. If any time during the process you experience difficulty, please contact the IOT Helpdesk at 317-234-HELP (4357) or (800) 382-1095.

To access the online training, it is important to turn off your pop-up blockers. Generally, this is located under the Tools menu item.

Accessing and completing a web-based training previously enrolled in:

1.	Click the ELM Training link if you logged into the address above. NOTE: To ensure you don't time yourself out of the session while taking this course, you should close out the previous Portal PeopleSoft screen and keep only the ELM Training screen up on your desktop. If not, you will be timed out during your training session. Click the Close (X) button and then maximize the ELM screen.
2.	Click the Self Service link.
3.	Click the Learning link.
4.	Click the All Learning link.
5.	Locate the activity (course) in the My Learning box.
6.	Click the Launch button to the right of the course.
7.	On the next page, click the Launch link. If you receive a security warning, select the Yes option. The training will launch in a new window. If the training does not launch, make sure that your browser's pop-up blocker is disabled and try again.

8.	Follow the instructions on the screen to complete the training. Follow the instructions on the screen to complete the training. If you would like to enlarge the screen you can select F11. Be sure to navigate all the way to the very last slide of the training.
9.	When finished, close the pop up window and sign out of PeopleSoft. To verify your completion of the training, follow the steps in the “ <i>Accessing Learning History:</i> ” section of this guide. Please note that the ELM only refreshes three times per day. The course completion will not show until the next system refresh.

Self-enrolling into training:

1.	Click the ELM Training link.
2.	Click the Self Service link.
3.	Click the Learning link.
4.	Click the Browse Catalog link.
5.	Select the desired category/agency link to access the course catalog. Example: State Personnel Department
6.	Review the course catalog offering by scrolling up and down the page and using the Next and Previous links in the upper right-hand corner of the screen.
7.	Upon locating the desired training/course, click the course link or the Select link to the right of the course title.
8.	Click the Enroll button to enroll into the course. From this page, you may also: <ul style="list-style-type: none"> Click the Add to Plan button to enroll at a later time; or Click the View Details button to view additional information about the course.
9.	On the next page, click the Submit Enrollment button.
10.	Web-based training that does not require approval will be available to launch by clicking the Launch link in the bottom-left corner of the screen or by following the steps in the “ <i>Accessing and completing a web-based training previously enrolled in:</i> ” section of this guide. PeopleSoft will send an email notification to the supervisor of the learner for courses requiring supervisor authorization. Upon authorization, the learner will receive an email notification of approval to take the course.
11.	On the All Learning page, locate the course and click the Launch button.

Accessing Learning History:

1.	Click the ELM Training link.
2.	Click the Self Service link.
3.	Click the Learning link.
4.	Click the All Learning link.
5.	In the Filter Name box, select All learning – any status, type or date.
6.	Click the Go button to refresh the list.
7.	Click the activity (course) link to be opened for viewing.
8.	From the Activity Progress page, learners can re-launch course content , view activities (course) information , view enrollment status and access or print grades/attendance information .
9.	When finished, click the Return to Previous Page link to view additional activities, or click the Sign-Out link in the upper-right-hand corner of the page to log out.